

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Division

FROM : Acting Chief, Classification & Wage Adm. Branch

SUBJECT: Classification Survey of NIS, CSE

DATE: 4 August 1950

THE PROBLEM

This Branch was requested to conduct a classification survey to determine whether or not the positions in the NIS Division warrant allocation to grades higher than now obtain, especially the position of Chief, Political-Economic Section, Editorial Branch, which was until recently occupied by [REDACTED]

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FACTS BEARING ON THE PROBLEM

1. The approved organizational pattern for the Editorial Branch, NIS Division as set forth in the CSE T/O (see Exhibit A) is as follows:

Editorial Branch	Chief GS-14
Geographic Section	Chief GS-13
Political-Economic Section	Chief GS-13
Military Section	Chief GS-13

2. The position descriptions of record, most of necessity, and do follow this organization; furthermore, the work responsibility pattern established by these descriptions was approved by Captain [REDACTED] then Deputy Assistant Director for CSE. It is as follows:

Chief, Editorial Branch GS-14.
Section Chiefs GS-13.
Editors of difficult individual chapters GS-12.
Editors of less difficult chapters or sections of chapters GS-11.

3. The classification survey revealed that both the authorized organization as set forth in the T/O and the job descriptions have been ignored in practice. (See Exhibit B) All work assignments and work review is done by the Chief, Editorial Branch. The personnel occupying Section Chief positions do not function as such.

4. The classification survey further revealed that the position descriptions of record describe accurately the work to be performed in the Branch, and are properly allocated in terms of other positions in this Agency and the State Department which were cited to us as comparisons. (See Exhibit B)

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5. To redetermine the positions as they are now functioning would be a violation of the established organization.

RECOMMENDATIONS

1. That the entire problem posed by the findings be discussed with the Personnel Director since he is interested specifically in the [REDACTED]

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2. That since this is primarily and in the first instance a management problem our findings be referred to GHE with the suggestion that the organization question will have to be resolved prior to any classification action, but also apprising that office of finding No. 4.

(S&S)

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The above recommendations are concurred in by this office and the Personnel Director. The matter must be referred to GHE and Management for early solution.

(S&S)

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Since the State Department jobs as NIS were cited to the writer, the following comparison is made between the CIA positions and the State Department positions:

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OS-13 Chief, National Intelligence Survey Division

OS-14 Deputy Chief, " " "

OS-14 Chief, Editorial Branch

OS-13 Section Chief, Editorial Branch

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7

OS-13 State Department representative on the NIS Interdepartmental Committee, who has the same authority and responsibility as has the Chief, National Intelligence Survey Division, CIA, except that the latter serves as Chairman, is the top person in State Department responsible for program planning for State's participation, and has authority to commit State Department to any course of action on NIS.

(4) OS-14

Divisional Coordinators, one for each of the 4 State Department Intelligence Areas of the world, who report directly to the OS-13 positions above, and are responsible for providing overall and continuing direction and supervision of all research and other activities involved in the Division's NIS responsibilities. This includes organizing and implementing NIS work in the Division; providing advice and guidance on all aspects of NIS research, procedures, relationships; assuring validity of interpretation, adequacy, balance, conclusions and quality of presentation of all Division prepared reports; ensuring production schedules are met; approving all NIS production developed by the Division; providing advice and guidance to other agencies contributing to NIS for which State is coordinator; coordinate and integrates such contributions into State's product; engages with the OS-13 State Department Chief of NIS in developing basic policies for the discharge of State Department's participation in NIS; determining the production capabilities of the Division and recommending appropriate program schedules, etc., engaging in planning intelligence procurement programs designed to meet NIS needs; etc.

While on the surface it may appear inequitable that State Department should have four OS-14's while CIA, the coordinating outfit, has only 2 (Deputy Division Chief and the Chief, Editorial Branch), it is pointed out that State Department is responsible for producing 3 chapters out of the 8 substantive NIS Chapters produced (Chapter I being a Brief), and State Department itself has budgeted for approximately 276 persons on the NIS program, not to mention those on the NIS program in the various non-IAC agencies who feed material to State Department, as against CIA National Intelligence Survey Division strength of 54

numbers relatively immaterial, significant only as they indirectly reflect the scope of the program

(cont'd)

Aside from this fact, however, the State Department positions are stronger than the CIA Section Chief positions, in that the State Department Coordinator positions are those of program planners, expeditors, coordinators, and reviewers; whereas the Section Chief positions, CIA, are principally reviewers of finished material submitted by the IAC agencies to determine that the NIS outline has been properly applied, that the production is rendered in a professional manner and aimed at the proper level of reader, that the terminology is proper, and that the production will serve the purpose for which intended. The Section Chief positions are further responsible for interpreting the NIS Standard Instructions when required by the agencies or as a result of review of their product, and engaging in liaison with contributors on any discrepancies noted in their product. It will be noted that the accuracy of information presented in the NIS is the responsibility of the contributing agency, and that all NIS are reviewed by the regional or functional divisions, ONS, to confirm accuracy of information.

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